

Civil Harassment Temporary Restraining Order (TRO)

Request for Order, Proof of Service, Order After Hearing

B1

FORMS INCLUDED IN THIS PACKET:

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| 1. SHLA-local | Self-Help Center Flyer |
| 2. CH-100-INFO | Can a Civil Harassment Restraining Order Help Me? |
| 3. MMC-120-local | Ex Parte Hearing Notice Information (date and time of ex parte hearing) |
| 4. MMC-121-local | Declaration re: Notice Upon Ex Parte Application for Orders |
| 5. CH-100 | Request for Civil Harassment Restraining Orders |
| 6. CLETS-001 | Confidential CLETS Information |
| 7. CH-109 | Notice of Court Hearing |
| 8. CH-110 | Temporary Restraining Orders |
| 9. CH-130 | Civil Harassment Restraining Order After Hearing |
| 10. MMC-110-local | Request for Interpreter |
| 11. CH-200-INFO | What Is "Proof of Personal Service"? |
| 12. CH-200 | Proof of Personal Service |
| 13. CH-260 | Proof of Service of Order After Hearing by Mail |

You can get additional forms at the Superior Court Clerk's Office, from the Self-Help Center in the Ukiah courthouse daily and the Fort Bragg courthouse on Wednesdays, by email from the Self-Help Center (selfhelp@mendocino.courts.ca.gov), from the court's website at www.mendocino.courts.ca.gov, or from the Judicial Council website at www.courts.ca.gov.

Packet Fee: \$1.75

Filing Fee: \$435.00* ([Fee Waiver packet](#) available upon request)

*A filing fee is not required if the person to be restrained has used, or has threatened to use, violence against the person requesting to be protected, has stalked the person requesting to be protected, or has acted or spoken in some other way that makes the person requesting to be protected reasonably fear that violence may occur.

INSTRUCTIONS:

Note: You should file this type of restraining order if you are trying to restrain an aunt, uncle, cousin, niece, nephew, great-grandparent, great-grandchild or someone not related to you such as a friend, classmate, neighbor, or roommate. If the person that you are trying to restrain is related to you in another manner, or if you have had a dating relationship with that person, please speak with clerk about a domestic violence restraining order.

INSTRUCTIONS: Print or type all paperwork **neatly (legibly) in black or blue ink.**

- **Fill out 1 original of the CH-100 form and make a copy if possible.** You are not required to make a copy of the CH-100 for filing, but it is recommended that you make one copy for yourself.
- **Fill out 1 original of each of the following forms: CLETS-001, CH-109, CH-110 and CH-130.**
- **Turn the forms in at the Clerk's Office.**

****After the ex parte decision on your request for a Temporary Restraining Order, pick up 3 certified copies of your paperwork and Civil Harassment Packet #B2 from the Clerk's Office for service.****

For Service by the Sheriff's Department, contact the Mendocino County Sheriff's Department at:

Ukiah: 589A Low Gap Road, Ukiah, CA 95482 (707) 463-4411 Monday-Friday, 8:00am-5:00pm

Fort Bragg: 700 S Franklin St., Suite 110, Fort Bragg, CA 95437 (707) 964-6308 Monday-Thursday 8:00am-5:00pm

Court Clerk's Office Hours of Operation: 8:30am-3:00pm Monday-Friday

Ukiah: 100 North State Street, Room 107 Ukiah, CA 95482 (707) 468-2003

Ten Mile: 700 South Franklin Street, Room 144 Fort Bragg, CA 95437 (707) 964-3192

www.mendocino.courts.ca.gov